

Temporary Duty Travel Policy – Amended Version 3
Appendix 1 – Matrix of Policy Changes

August 31, 2018

Section Number	Section Title	Policy Changes
1	Introduction	Provides clarification regarding applicability of the policy.
1.1.1	Introduction – Defining TDY Travel	Modifies the definition of TDY travel and removes reference to pre-authorization of travel which was confusing and redundant.
1.1.1	Introduction – Defining TDY Travel	Modifies explanation of how travelers make claims.
1.1.3	Introduction – Understanding Responsibility for Travel Related Costs	Amends prudent person rule description to detail traveler liability should they use or claim unauthorized or unnecessary travel expenses.
1.2.1	Introduction – Understanding ETS	Provides a better definition of ETS.
1.2.2	Introduction – Defining the Federal Travel Management Program	Removes reference to restricting travel system access for travel by contractors; Adds reference to replace it.
1.3.7	Introduction – Booking Combined Official and Personal Travel	States that per diem cannot be reimbursed if a person takes leave for more than half of their scheduled work day.
1.4.1	Introduction – Understanding Travel Vouchers	Modifies receipt submission requirements for voucher claims to reduce unnecessary burden.
1.4.1	Introduction – Understanding Travel Vouchers	Adds reference that hard copy travel vouchers may be needed to document approval of travel for invitational travelers.
1.4.2	Introduction – Defining Approving Officials Responsibilities	Requires approving officials to ensure centrally billed travel expenses are not reimbursed to the traveler.
1.4.2	Introduction – Defining Approving Officials Responsibilities	Clarifies responsibilities of the traveler, approving official and certifying official related to travel voucher claims.
1.4.3	Introduction – Defining Timelines for Travel Claims	Removes reference to Certifying Officials and defines requirement to pay a late penalty fee to the traveler when the travel voucher is not paid within 30 days of submission.
1.4.4	Introduction – Disallowing Travel Claims	States requirement to return a voucher for erroneous voucher submission.
1.5.1	Introduction – Understanding Invitational Travel	States that invitational travelers may also be given access to a declining balance card if the travel expenses are expected to exceed \$50.
2.1.4	Per Diem Expenses – Determining Eligibility for Per Diem on Leave or Non-Workdays during TDY Travel	Removes reference to DOI TDY Cost Comparison Form and it changes the requirement for per diem ineligibility when leave is taken from 4 or more hours to more than half of the scheduled work day.
2.2.1	Per Diem Expenses – Obtaining Lodging for TDY Travel	Details traveler considerations when selecting lodging.
2.2.1	Per Diem Expenses – Obtaining Lodging for TDY Travel	States that Bureaus may identify emergency and other situations where the traveler may book lodging directly with an establishment.
2.2.2	Per Diem Expenses – Understanding Types of Lodging	States that home rental service providers, such as, Airbnb and Trovit are considered non-conventional lodging.

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2.5.2	Per Diem Expenses – Determining Allowable M&IE Reimbursement Rate	Emphasizes that M&IE is based on TDY location.
2.6.1	Per Diem Expenses – Reducing Per Diem during TDY Assignment	Removes note which restates approving official’s responsibilities for evaluating travel needs as it is redundant.
2.7.1	Determining Eligibility for Actual Expense Reimbursement	Emphasizes that actual expense per diem reimbursement must be authorized on the travel authorization prior to the trip.
2.7.2	Per Diem Expenses – Requesting Actual Expense Reimbursement	Allows for actual expense per diem to be claimed without prior approval before the trip when travel is to a Presidentially Declared Disaster Area.
2.7.2	Per Diem Expenses – Requesting Actual Expense Reimbursement	States that a traveler’s lodging preference is not a reason to incur an actual expense lodging cost.
3.1.1	Extenuating Circumstances for Travel – Understanding Allowable Expenses	Changes documentation requirements for accommodation of a special need.
3.2.2	Extenuating Circumstances for Travel – Determining When Emergency Travel is Necessary	Removed the reference to “Defining Family for employee emergency travel purposes” and replaced it with Determining when emergency travel is necessary, and guidance to not be solely family centric.
3.2.4	Determining Allowable Expenses when Illness or Injury Occurs	Added "reservations" to provide clarity to authorization to approve adjusting existing lodging.
4.1.1	Transportation Expenses – Identifying and Authorizing Allowable Travel Expenses	Added to be in compliance with the FTR policy. Defines preferred methods of transportation as Common Carrier Transportation, Government Owned Vehicle (GOV), Commercial Rental Car and Personally Owned Vehicle (POV), in order of preference.
4.1.2	Transportation Expenses – Selecting Most Advantageous Mode of Transportation	States that when an automobile is determined to be the most advantageous method of transportation that the order of preference for the type of automobile are in order: GOV, Special Conveyance (Rental Car) and POV.
4.1.2	Transportation Expenses – Selecting Most Advantageous Mode of Transportation	States that the traveler is responsible for any excess cost incurred when using a vehicle type other than what is authorized, and that a cost reconstruction must be completed when the traveler uses a POV for personal convenience.
4.1.4	Transportation Expenses – Creating Cost Comparisons	Removes traveler’s requirement to provide certain data in addition to their cost comparison.
4.1.4	Transportation Expenses – Creating Cost Comparisons	Tasks Bureaus with ensuring centrally billed personal travel expenses are not charged to the Government charge card.
4.2.2	Transportation Expenses – Using Contract City-Pair Airfare and Non-Refundable Fares	Simplifies the language for using city pair fares. Emphasizes use of capacity controlled City-Pair fares; States that the cost of using any other fare is limited to the cost of the City-Pair fares, unless an allowable exception not related to cost exists for not using the City-Pair fare.
4.2.2	Transportation Expenses – Using Contract City-Pair Airfare and Non-Refundable Fares	States that any additional cost associated with using a third party entity to book airfare is the responsibility of the traveler.

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4.2.2	Transportation Expenses – Using Contract City-Pair Airfare and Non-Refundable Fares	States that non-refundable fare reservations must be approved within 24 hours or the airline will cancel the reservation.
4.2.3	Transportation Expenses – Selecting Appropriate Class of Airline Accommodations	Changes for booking of premium class travel in ConcurGov, and requires that the reasons for the upgrade and the approval of use must be shown on the travel authorization prior to travel.
4.2.5	Transportation Expenses – Selecting Among Airlines that Offer Same Fare	Clarifies the factors that must be considered when selecting similar airfares from different airlines.
4.2.6	Transportation Expenses – Changing or Cancelling Ticketed Airfares	Changes rules for cancelling and changing ticketed airfare when TDY travel changes, clarifying traveler’s responsibilities.
4.4.2	Transportation Expenses – Selecting Appropriate Class of Ship Accommodation	Section removed.
4.4.3	Transportation Expenses – Determining Appropriate Use of U.S. Flag Ships	Section removed.
4.6.3	Transportation Expenses – Understanding Appropriate Use of GOV	Adds a new rule that requires passengers assigned to a GOV to use that as their primary mode of TDY transportation. Travelers who choose to drive POV may not be reimbursed any mileage cost.
4.6.3	Transportation Expenses – Understanding Appropriate Use of GOV	States that the travel approving official must designate an official driver when multiple travelers are assigned to a GOV as transportation to a TDY site.
4.7.1	Transportation Expenses – Determining Allowable Use of POV	Added a new consideration (availability of rental car agency near duty station) whether POV should be authorized.
4.7.1	Transportation Expenses – Determining Allowable Use of POV	Clarifies preference of GOV and rental over POV to comply with FTR policy.
4.7.2	Transportation Expenses – Calculating POV Mileage Reimbursement	Clarifies rules on allowable POV mileage for claim.
4.7.3	Transportation Expenses – Using POV as Personal Preference	States requirement to show the authorized mode of transportation on the travel authorization and to show alternative modes of transportation which are used for personal preference on the travel voucher.
4.7.3	Transportation Expenses – Using POV as Personal Preference	Added to comply with FTR change which requires cost comparisons when a person is authorized to use a rental car but uses a POV for personal reasons. Removes language requiring approving officials to sign cost comparisons prior to official travel and removes the requirement that the comparison must be attached to the authorization.
4.8	Transportation Expenses – Determining Appropriate Use of Special Conveyances	Removes both the requirement to pre-approve special conveyances and considerations for approving officials.
4.10.2	Transportation Expenses – Selecting Appropriate Rental Car	Removes requirement to select the least costly upgraded vehicle size as it is redundant with other policy.
4.10.3	Transportation Expenses – Determining Reimbursement for Premium Services and Assistive Technologies	Allows for use of Automated Toll Payment Systems for rental cars in specified situations.

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4.10.4; 4.10.5	Transportation Expenses – Determining Reimbursement for Rental Car Insurance; Following Accident Procedures	Changes rules on claims for property damage to require submission of tort claims to the traveler’s Bureau.
4.10.6	Transportation Expenses – Understanding Liability for Unauthorized Use of Rental Vehicle	Emphasizes that the DTMO has the final authority under the Government Rental Car Agreement to determine if theft or damage were the result of irresponsible or negligent use of a rental car.
4.10.8	Use of Transportation Network Companies	FTR change allows for the use of TNC’s for TDY travel.
5.1	Miscellaneous Expense – Identifying Allowable Miscellaneous Expenses	Removes requirement to pre-authorize all miscellaneous expenses, however recommends including expected expenses on the travel authorization.
5.1	Miscellaneous Expense – Identifying Allowable Miscellaneous Expenses	Added certain expenses which are frequently requested but not reimbursable because they are for personal use and not related to official travel. Removed safe fees from the list of non-reimbursable expenses.
5.3	Miscellaneous Expense – Understanding Communications Policies	Describes reasons for allowed purchase and use of calling cards.
5.3	Miscellaneous Expense – Understanding Communications Policies	Prohibits reimbursement of personal phone calls unless they are directly related to their official travel.
Section 6	Conference Related Travel	Removed the references to conference planning requirements that are discussed in a separate policy document FMM 2015-010.
Section 8	Travel Charge Card Rules	Removed reference to the integrated charge card in the travel policy, and changes the title of the chapter/part. With the implementation of Smart Pay 3 DOI will no longer use an integrated card product.